

# Texas Southern University

Associate/Assistant Deans' Council

Monday, April 23, 2012

3:00 p.m.

*HH Conference Room 111*

## AGENDA

**Welcome** ..... Dr. Elizabeth Brown-Guillory  
*Associate Provost and Associate Vice President for Academic Affairs*

- **Report from the Faculty Manual Committee**
  - Dr. Daniel Adams, Chair
  
- **Report from the University Curriculum Council**
  - Dr. Aladdin Sleem, Chair
  - Dr. Jafus Cavil, Vice Chair

**Associate Provost Updates** ..... Dr. Elizabeth Brown-Guillory

- Undergraduate Program Reviews
- Teaching Evaluations
- Establishment of Departmental Curriculum Committees
- Report on Faculty Excellence Awards Luncheon
- Commencement Plans
- Deluxe Theatre Project
- COPHS Dean Search
- THECB On-site Meetings

# ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

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Monday, April 23, 2012

3:00 p.m.

Hannah Hall Room 111

## *Council Chair*

Dr. Elizabeth Brown-Guillory, Associate Provost and Associate Vice President for Academic and Faculty Affairs

## *Council Members Present*

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication
Dr. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Desirée Jackson	Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Dianne Jemison Pollard	Associate Dean for Academic Affairs, Thomas F. Freeman Honors College
Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences
Dr. Claudette Lignons	Interim Associate Dean for Academic Affairs, College of Education
Dr. Maurice Mangum	Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Aisha Morris-Moultry	Interim Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Dr. Dianne Mosley	Interim Assistant Dean for Student Enhancement & Learning, College of Liberal Arts & Behavioral Sciences
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
Ms. Erica Vallier-Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
Dr. L. Darnell Weeden	Associate Dean for Faculty Development/Research, Thurgood Marshall School of Law

## *Council Members Absent With Representation*

Dr. Jessica Davis Interim Associate Dean for Student Affairs, College of Education, represented by Dr. Claudette Lignons, Interim Associate Dean for Academic Affairs, College of Education

## *Council Members Absent*

Ms. Clara Wiley Assistant Dean of Business Student Services, Jesse H. Jones School of Business

## *Others Present*

Dr. Daniel Adams	Chair, Faculty Manual Committee
Dr. Jafus Cavil	Vice Chair, University Curriculum Council
Dr. Aladdin Sleem	Chair, University Curriculum Council
Ms. Tiffany Vaughner	Senior Administrative Assistant to Associate Provost Brown-Guillory

## *Opening*

The meeting of the Associate/Assistant Deans' Council was called to order at 3:00 p.m. by Associate Provost Brown-Guillory. She moved that the minutes from the previous meeting be approved. Dr. Michael Sollars moved to approve the minutes; it was seconded by Dr. Golda Anne Leonard.

## A. Faculty Manual Committee Updates

- Dr. Michael Adams, Chair of the Faculty Manual Committee, spoke to the council regarding recent changes made to the document. Some issues covered included changing the University Promotion, Rank, Tenure and Salary Committee into a standing, advisory committee. This committee would be positioned between the dean's recommendation and the provost's recommendation, namely it would offer advice to the provost before the provost reviews the dossiers. Also, Dr. Adams spoke about separating faculty workload from graduate faculty status and number of hours taught. Council members asked if faculty would have a vote on any changes, and Dr. Adams said yes. Dr. Brown-Guillory said that once the updates had been completed, the document would be uploaded to the Faculty Senate website for faculty to view and then vote on later in the fall.

## B. University Curriculum Council

- Dr. Aladdin Sleem, UCC Chair, spoke to the council about the routing process for the curriculum modifications form, indicating where to download it from the UCC website and going over how to fill it in. He stated that forms should be sent to the UCC email address and once received any curriculum modification proposals would be scheduled to be presented at the next regular meeting of the UCC where those proposals will be discussed and voted on by UCC members. Once approved at the UCC level, the proposals are sent to Dr. Brown-Guillory for approval and uploading on to the Texas Higher Education Coordinating Board where, upon approval, the changes are added to Banner and then the University Catalog. Dr. Sleem added that following the routing system would aid in tracking the proposal's progress, as there is currently no tracking mechanism in place. He said the UCC is working to implement a manual tracking system and then will move to an automated system soon. The new tracking system will also insure that proper signatures are maintained during the whole process so that course offerings remain consistent with the database and that departments won't assume their changes have been approved.
- Dr. Gabriel Aitsebaomo asked how long after approval will changes be ready to be added to the catalog. Dr. Jafus Cavi, UCC Vice-Chair, said that each proposal will have an approval date and that one week after the main meeting the UCC's Executive Committee will meet to make sure all proposal forms are in order. Then one week later a representative from the UCC will inform the department of any necessary corrections. Dr. Sleem added that every proposal will have an ID number with which departments may inquire about their proposal status.

## C. Undergrad Program Review

- Dr. Brown-Guillory informed the council that program review dates for the next seven years will be uploaded to the Division of Academic Affairs and Research website. She added that by May 1<sup>st</sup> Provost Ohia plans to meet with the Mathematics and English departments so that he can work with them on how they can be strengthened.

## D. Teaching Evaluations

- Dr. Brown-Guillory reported that the Ad Hoc Faculty Performance and Teaching Evaluations Committee had designed an instrument which will be taken to the deans at the next meeting of the Executive Leadership Council for review. She said that from there the deans will take the forms to their faculty for further review. Dr. Brown-Guillory added that President Rudley would like all evaluations up and running by Fall 2012 and that the new software will also be able to generate comparative studies. She said by then the university should have used up all remaining hard copies in anticipation of the new online system. Dr. Claudette Ligons stated that student committee members had promised to market the new evaluations through the Student Government Association to help motivate the student body to participate in evaluations.

## E. Faculty Awards Luncheon

- Dr. Brown-Guillory reported that the Faculty Excellence Awards Luncheon was a rousing success and that Sodexo came through with flying colors. She thanked everyone for their participation and asked council members to continue urging their faculty in their colleges/schools to apply for next year's awards cycle. Council members asked if President's Rudley's promise to award college and school awards winners was still in effect. Dr. Brown-Guillory stated that she hadn't heard anything to the contrary but that she would investigate.

#### F. May Commencement Updates

- Dr. Brown-Guillory informed the council that Mr. Harry E. Johnson, Sr., President and CEO of the Washington, DC Martin Luther King, Jr. National Memorial Project Foundation, will receive an honorary degree and will also be the keynote speaker for the commencement.

#### G. Deluxe Theatre Updates

- Dr. Brown-Guillory informed the council that all plans for the Deluxe Theatre had been approved and formalized. She said the contracts had been signed so that now work could begin on remodeling the historic structure located in Houston's Fifth Ward on Lyon's Avenue. She added that the theatre would hold TSU productions as well as productions from other community partners, including the City of Houston.

#### H. THECB

- Dr. Brown-Guillory spoke about her recent trip to Austin to speak exclusively with top THECB officials. She said the meeting was very informative and the people she met with were excited about the changes going on at TSU and were looking forward to working with the current administration.

#### Adjournment:

Dr. Gabriel Aitsebaomo moved to adjourn the meeting, and it was seconded by Dr. Aisha Morris-Moultry. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, June 4, 2012 at 3:00pm in the Hannah Hall Conference Room 111.

*Minutes Submitted by:*

Ms. Tiffany Vaughner

*Approved by:*

Associate Provost Elizabeth Brown-Guillory